



# TOWN OF CASTLE ROCK

## Application for Contractor Registration

- NEW APPLICANT
- RENEWAL REGISTRATION # \_\_\_\_\_
- CHANGE IN COMPANY NAME/LICENSEE
- CHANGE IN OWNERSHIP/PARTNERSHIP/INCORPORATION

Name of Business: \_\_\_\_\_ 30 CHARACTER MAX

Licensee Name: \_\_\_\_\_ Owners Name: \_\_\_\_\_  
PERSON NOT COMPANY

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Main Phone No.: \_\_\_\_\_ Cell Phone No.: \_\_\_\_\_

Main Email Address: \_\_\_\_\_

### BUILDING CONTRACTORS

ONE CLASS PER FORM

- Class A: General Contractor (Unlimited) FEE: \$150.00/YR
- Class B: Building Contractor (limited) FEE: \$150.00/YR
- Class C: Residential Contractor FEE: \$150.00/YR

### SUBCONTRACTORS

- Class D: Single Trade \_\_\_\_\_ FEE: \$75.00/YR  
Ex. | Roofing, Landscaping, Water Softener, etc. (see back)
- Class E: Electrical [State master license required] FEE: NONE
- Class M: Mechanical FEE: \$75.00/YR
- Class P: Plumbing [State master license required] FEE: \$75.00/YR
- Class S: State Licensed [State issued license required] FEE: \$75.00/YR  
Ex. | Elevators, Fire Suppression, Fire Protection, etc.

\_\_\_\_\_ *Municipal Contractor Ordinance 15.03.040* \_\_\_\_\_

**Do you have employees working for this business?:** Please select Yes or No if you select YES send both work comp and liability COI.

### INSURANCE REQUIREMENTS

**CERTIFICATE HOLDER: TOWN OF CASTLE ROCK 100 N WILCOX STREET CASTLE ROCK, CO 80104**

\_\_\_\_\_ *Validity 15.03.030* \_\_\_\_\_

- **Change in Ownership/Partnership/Incorporation.** New registration account, New registration form, New fee
- **Upgrade of Registration Classification.** New registration account, New registration form, New fee (< 6 months)
- **Change in Company Name/Licensee.** New registration form, No fee



# TOWN OF CASTLE ROCK

## Application for Contractor Registration

**Applications will not be accepted unless completed in full. No new permits may be applied for until registration is current. No permits will be issued until registration is current.**

### 15.03.010 GENERAL REQUIREMENT

As of January 2, 2003, no contractor shall perform any work or services in the construction, erection, addition, alteration, repair, equipping, moving, removal, conversion or demolition of any building or structure governed by this Title in the Town unless such contractor shall have first applied for, paid the required fee and registered with the Town

Except for plumbing and electrical contractors, **to be qualified for registration as a contractor, an applicant must hold a valid contractor's license issued by any municipality that requires a test comparable to the ICC (International Code Council) competency program for contractors testing for this issuance of the license, hold a current certificate of completion from the ICC competency program for contractors or a certified letter confirming a passing score from a testing jurisdiction. It shall be the responsibility of the applicant to provide evidence of an applicable municipality's license or ICC certificate to the Town. Licenses submitted shall be in the name of the applicant who tested for the license. Licenses referencing the company only will not be acceptable.** A valid license shall be maintained with the registration. If such license has been renewed, an original shall be presented within 30 days to the designated official in the Building Division.

### 15.03.040 CLASSIFICATION

Single Trade; This registration shall be required of those engaged in contracting for labor or for labor and material involving only one trade, such as, but not limited to: masonry, framing, irrigation systems, burglar alarms, moving of buildings, demolition, excavating, pools & spas, roofing, retaining walls but shall not authorize any electrical, plumbing, or mechanical work.

The Chief Building Official may only administratively waive the requirement for testing for commercial tenant finishes for commercial projects which are permitted from master plans used nationally, providing that a notarized affidavit of experience is submitted.

*Completed, signed applications are subject to verification and grants permission for the Town of Castle Rock to contact and make inquiries of all persons having knowledge of your professional abilities. False or misleading statements may be cause for disapproval of this application and if a registration is granted, for revocation of that registration.*

**BY SIGNING BELOW THE APPLICANT ACKNOWLEDGES THAT THE MUNICIPAL CODE REGARDING CONTRACTOR REGISTRATION IS AVAILABLE FOR REVIEW ON [WWW.CRGOV.COM](http://WWW.CRGOV.COM) (TITLE 15 CHAPTER 15.03)**

SIGNATURE OF LICENSEE: \_\_\_\_\_ DATE: \_\_\_\_\_

**TOWN OF CASTLE ROCK | DEVELOPMENT SERVICES | BUILDING DIVISION  
100 N WILCOX STREET CASTLE ROCK, CO 80104  
MAIN: 720-733-3527 | FAX: 720-733-2207  
EMAIL: [BUILDINGCOUNTER@CRGOV.COM](mailto:BUILDINGCOUNTER@CRGOV.COM) | WEBSITE: [CRGOV.COM/BUILDING](http://CRGOV.COM/BUILDING)**